

## **Town of Somers**

### **Fire Chief**

#### **Job Summary**

Responsible for the direction and control of the ongoing operations of the Town of Somers—Fire Department. Duties include managing and administering the department, directing firefighting and EMS operations and prevention programs, managing department personnel and activities, budgeting, and other similar duties pertaining to the department's operations and function. The Chief must maintain the highest level of ethical and moral values as they provide leadership to the department. This Position reports to the Somers Board of Selectmen.

The Somers Fire Department is a combination (paid/volunteer) department providing the town with Fire, Rescue, EMS transport, and ALS intercept services. The Volunteers are represented by the Somers Volunteer Fire Department Association Inc., hereafter referred to as the “Association.” The career staff, excluding the Fire Chief, are represented by the International Association of Firefighters, local 4284.

#### **Essential Job Functions**

- Plans, organizes and directs all department operations with respect to equipment, apparatus, and personnel.
- Prepares the departmental budget and monitors expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time; evaluates departmental equipment and apparatus needs; and requisitions new apparatus and supplies.
- Directs and supervises the implementation of departmental policies and operating procedures.
- Gathers, interprets, and prepares data for studies and reports; conducts research to formulate policy recommendations; prepares written and oral reports and analyses; and makes public presentations.
- Oversees the activities of the Fire Marshal’s Office and the Open Burning Officials.
- Monitors the department’s revenue recovery program.
- Writes grant applications and administers awards; helps to write and administer contracts, agreements, and specifications.
- Supervises all paid personnel; administers union contract language and discipline; hears and resolves grievances; participates in labor negotiations.
- Supervises all operational aspects of volunteer personnel; administers discipline; hears and resolves grievances.
- Hires paid personnel; evaluates work performance of employees in accordance with Town policies.

- Develops and directs the implementation of the departmental in-service training program, including safety training and compliance with any state or federal mandates.
- Supports the Association in the development, implementation, and administration of volunteer recruitment and retention programs.
- Serves as custodian of various departmental documents and records, excluding the Association documents.
- Responds to inquiries from employees, outside agencies, and the media; builds and maintains relationships with local emergency service organizations; represents the town and department on various boards, commissions, task forces, and committees.
- Performs related tasks as required.
- Understands and follows the stipulations of the Fire Protection Agreement between the Town of Somers and the Association.
- Respond to emergencies as needed; assume command when appropriate.
- Proficient in using Microsoft Office 365.

This description is intended to reflect the significant responsibilities of the job. It is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

### **Minimum Qualifications**

- Bachelor's degree in Fire Science, Management, or Public Administration or equivalent.
- State of Connecticut or Pro-Board Certification to the Fire Office II level
- Incident Safety Officer or equivalent
- A minimum of five (5) years of experience as a Line Officer, with three (3) years of experience as a Chief Officer.
- Meets National Incident Management System (NIMS) training requirements to function at the Command level.
- State of Connecticut Emergency Medical Technician (EMT), or ability to obtain reciprocity by time of hire. Minimum five (5) years' experience.
- Possession of a valid motor vehicle operator's license to operate a motor vehicle in the State of Connecticut with a Q endorsement or a CDL Class B.

### **Preferred Qualifications**

- State of Connecticut or Pro-Board Certification to the Fire Office III level
- Certified Health and Safety Officer
- State of Connecticut Paramedic, or ability to obtain reciprocity by time of hire. This includes valid ACLS, PALS, and eventual North Central medical control authorization.
- Trained as Hazardous Materials Technician EPA 40 Hours or above.
- Completion of the State of Connecticut Fire Marshal pre-certification program and eligibility to be appointed as a Fire Marshal or Deputy Fire Marshal.
- Proficient with ESO or similar records management systems.
- Experience in a Combination Department.

### **Physical Requirements**

Must be able to pass the standard Somers Fire Department Structural Firefighter's physical consistent with NFPA 1582.

### **Other Special Requirements**

- Must reside in Somers or within a twenty-five (25) mile radius of the fire station located at 400 Main St, in Somers, CT.
- Must comply to relocation within 6 months.
- Successfully pass a thorough background check, including background investigation and criminal records check, for the Town of Somers and the Connecticut Department of Corrections. Somers is home to several correctional facilities, and the Fire Chief may be part of their unified command structure.
- Salary range: \$110K - \$125K